



September 25, 2019

Bob Fabis
[REDACTED]
[REDACTED]

VIA EMAIL – Bob.Fabis@jostens.com

Re: FOIA Request dated September 19, 2019 and received September 19, 2019

Subject: Requesting copy of the latest contract/agreement for elementary school pictures with Lifetouch.

Dear Mr. Faris:

This letter will serve as Oswego Community Unit School District 308's response to your September 19, 2019 request under the Freedom of Information Act (5 ILCS 140/1 et seq.), in which you asked for the above referenced information. The information responsive to your request is attached.

To promote district transparency and assist others who may have a similar question, this responsive document will be posted online on the district's website. To access it, go to www.sd308.org and select *Our District > Freedom of Information Act Request > FOIA Request Responses*, then select *FOIA ID #19-48*.

Please be advised that to comply with your FOIA request, the district incurred an expense that comprised of the cost of labor and resources used to search for records responsive to your request

Please let me know if you have additional questions. Thank you.

Mary Anne Buckley

Mary Anne Buckley
Freedom of Information Officer

School Photography Services Summary and Commitment for:

Community Unit School District 308

**4175 ROUTE 71
OSWEGO, IL 60543
Tel: 630-636-3080
Fax: 630-636-3688**

**Dr. John Sparlin – Superintendent of Schools
Dr. Lisa L. Smith – Associate Superintendent for Educational Services
Ms. Christi S. Tyler – Chief Financial Officer/CSBO
Mr. Allen Clasen – Director of Technology
Ms. Theresa Komitas – Director of Communications and Public Relations**

Lifetouch

**106 John Street, North Aurora, Illinois 60542
Phone: 630-859-2727 / Fax: 630-859-0405**

Summary of Commitment

This is a summary of services and commitment of services between **COMMUNITY UNIT SCHOOL DISTRICT 308** and **LIFETOUCH PORTRAITS AND YEARBOOKS** to perform photography services to the schools of **COMMUNITY UNIT SCHOOL DISTRICT 308** by **LIFETOUCH PORTRAITS AND YEARBOOKS**.

This summary outlines the commitment of **LIFETOUCH PORTRAITS AND YEARBOOKS** as the school photographer and yearbook service provider for the **COMMUNITY UNIT SCHOOL DISTRICT 308** schools for the contract year 2019-2020 thru 2021-2022.

Specifications of Services and Commitment

1) Buildings included

• ELEMENTARY

- Boulder Hill
- Churchill
- East View Academy
- Fox Chase
- Grande Park
- Homestead
- Hunt Club
- Lakewood Creek
- Long Beach
- Old Post
- Pathways – Transition Center
- Prairie Point
- Southbury
- The G.O.A.L. Program
- The Wheatlands

- Wolf's Crossing
- Brokaw Early Learning Center

• JUNIOR HIGH

- Bednarcik
- Murphy
- Plank
- Thompson
- Traugher

• HIGH SCHOOL – Underclass Only

- Oswego
- Oswego East

1. Fall Portrait Program

- a) Photograph all students and staff on agreed upon dates
- b) Each building will set their photography dates with Lifetouch
- c) First portrait date scheduled by November 1st of current year
- d) Photograph staff and administration personnel on any and all dates scheduled
- e) Provide economic consideration to each school
 - i) Provide economic consideration of 25% per paid package (Ultimate thru Basic) sold
 - ii) All Elementary School students receive a personalized star class picture
 - iii) Offer a choice of a motivational banner
 - iv) All staff packages provided complimentary
 - v) Provide access to other complimentary peripheral materials as needed by each building
 - (1) Record roll images
 - (2) Student ID's with barcodes for lunch and/or library systems
 - (3) Calendars
 - (4) Partners in education certificates, badges, bookmarks etc...
- f) Schedule a no charge retake/absentee portrait date for any and all students by December 15th of current year
- g) Provide all images via Lifetouch Portal for School and District use
- h) Provide all images for yearbook production in industry format needed by each school
- i) Provide ID replacement system (printer, camera, software, cards and ribbon) High Schools, Junior High's and District Office
- j) Fall Portrait Package
 - i) Provide a variety of prepay portrait package options
 - ii) Identify and sort all portrait packages and services as requested by each school
 - iii) Offer retouching and additional purchase options to all students
 - iv) Offer special promotions as they occur

2) Spring Portraits

- a) Photograph all students on agreed upon dates
- b) Provide economic consideration back to each school
 - i) 15% of sale
 - ii) Offer a choice of a framed montage poster

3) Graduation Portraits (optional)

- a) Photograph all eighth-grade students in one day prior to March of contract year
- b) Offer several pose options
- c) Provide proofs of all poses
- d) Offer a variety of package options for each proof
- e) Offer retouching
- f) Provide economic consideration
 - i) All eighth grade students receive complimentary 11x14 composite

- ii) Provide a complimentary 16x20 composite for display in School
- g) Provide a no charge retake and absentee portrait date prior to May of contract year
- h) Provide all images on CD-ROM or format of choice for yearbook publication
- 4) **Sports Portraits (optional)**
 - a) Photograph all sports teams and clubs as scheduled by each school
 - b) Offer a variety of package options
 - c) Deliver portrait packages within 4 weeks of portrait date
 - d) Provide publication CD or images for yearbook or public relations use for each school
 - e) 10% rebate on paid packages (Legends thru All Star)
- 5) **Yearbook Services**
 - a) Publish each schools yearbook as contracted
 - b) Provide images in electronic or CD-ROM format for each schools yearbook publisher
 - c) Sort images as requested by schools
 - d) Provide 4-8 hours of candid and club picture dates per school using Lifetouch as yearbook publisher
- 6) **General Services**
 - a) Provide album of all classroom composites (elementary schools)
 - b) Provide color record photographs of every student and staff photographed on all portrait dates identified and sorted
 - c) Provide Portal access containing students and staff for school use as needed within 3 weeks of portrait date
 - d) Provide a list of all students and staff photographed detailing package purchased by school building upon request
 - e) Provide two SmileSafe® cards per student photographed
 - f) Allow for other negotiated services that each school may have a need for
 - g) Provide hard card printer and all supplies for printing replacement ID cards (High Schools, Junior High's and District Office)
- 7) **General Responsibilities**
 - a) Lifetouch
 - i) Collects all monies
 - ii) Portrait packages and service products will be delivered within 3-4 weeks of portrait day
 - iii) Provide one comb per child and dispose of immediately after use for each portrait date
 - iv) Provide customer service directly to parents and students with phone number printed on all materials
 - v) Provide personnel to complete photography within the scheduled time
 - vi) Provide verification sheets of all composites prior to April
 - vii) Provide an office contact person for school to communicate with as needed
 - b) COMMUNITY UNIT SCHOOL DISTRICT 308 Schools
 - i) Provide enough space for equipment needed to complete photography within the scheduled time
 - ii) Provide security and supervision as needed
 - iii) Identify yearbook publisher for each school
 - iv) Composite verifies will be returned within 2 weeks of receiving them
 - v) Provide data of all student and staff names by second full week of August. (file must be provided via Lifetouch Portal Upload)
 - vi) Provide Student Family Email for Parent notify
 - vii) Provide building access to photographers at least 1 hour prior to agree upon start time for each scheduled photography date
- 8) **2018-2019 Special Service Provision**
 - a) Redesign and reprint student ID cards for High Schools and Junior High Schools at no cost for the school year 2018-2019.
 - b) Redesign and reprint of student ID cards will be completed in agreed upon timeline between District and Lifetouch.
 - c) Any future redesigns must take place at least 60 days prior to the start of the school year and be approved 30 days prior to the first printing of an ID Card.

This summary and commitment for photography services between COMMUNITY UNIT SCHOOL DISTRICT 308 and **LIFETOUCH PORTRAITS AND YEARBOOKS** is submitted in good faith. This summary and commitment is effective for school year 2018-2019 thru 2021-2022. After review if there are any additions, changes or deletions, discussion and negotiations are open to provide the best program and services to meet the needs of the COMMUNITY UNIT SCHOOL DISTRICT 308 Schools.

Signed: Christy Tyler Date: Feb. 27, 2019
 Title: Chief Financial Officer/CFO/for the day 2/27/19
 COMMUNITY UNIT SCHOOL DISTRICT 308 24062

Signed: [Signature] Date: 2/27/2019
 LIFETOUCH PORTRAITS AND YEARBOOKS

Addendum I

FALL PORTRAIT PRICING

FALL PORTRAIT PRICES	Ultimate 3 - 8 x 10 Portrait 4 - 5 x 7 Portraits 4 - 3 x 5 Desk Size 16 - 2 x 3 Wallets 1 - Portrait CD 1 - Calendar 1 - Class Picture* \$47	Premium 2 - 8 x 10 Portrait 4 - 5 x 7 Portraits 4 - 3 x 5 Desk Size 12 - 2 x 3 Wallets 1 - Portrait CD 1 - Calendar 1 - Class Picture* \$39	Deluxe 1 - 8 x 10 Portrait 2 - 5 x 7 Portraits 4 - 3 x 5 Desk Size 8 - 2 x 3 Wallets 1 - Class Picture* \$28
	Family 1 - 8 x 10 Portrait 3 - 5 x 7 Portraits 4 - 3 x 5 Desk Size 12 - 2 x 3 Wallets 1 - Class Picture* \$34	Value 2 - 5 x 7 Portraits 4 - 3 x 5 Desk Size 8 - 2 x 3 Wallets 1 - Class Picture* \$22	Basic 4 - 3 x 5 Desk Size 8 - 2 x 3 Wallets 1 - Class Picture* \$17
		Entry 2 - 3 x 5 Desk Size 4 - 2 x 3 Wallets 1 - Class Picture \$11	<small>Prices include 25% rebate back to seller on packages with 10% 10% 80%</small>

ALA CARTE PRICING	8 - 2 x 3 Wallets	\$10
	2 - 5 x 7 Portraits	\$10
	4 - 3 x 5 Desk Size	\$10
	1 - 8 x 10 Portrait	\$10
	1 - Image CD	\$15
	1 - Class Picture	\$10

IMAGE ADD-ONS	Name on Images:	\$8
	Basic Retouching:	\$6
	Premium Retouch:	\$12
	Name & Grade on Wallets:	\$5